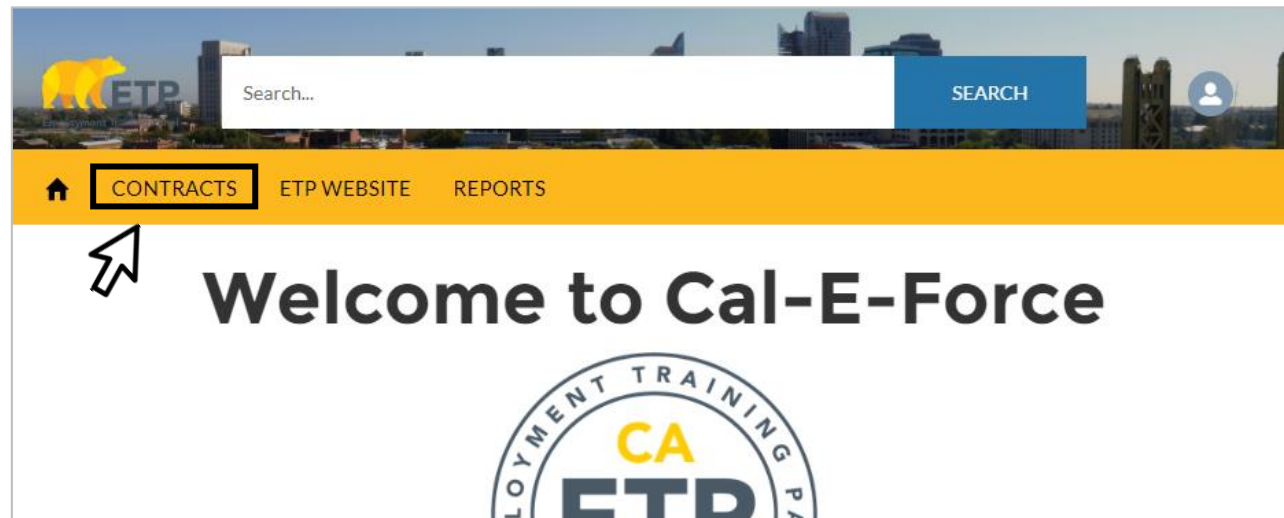
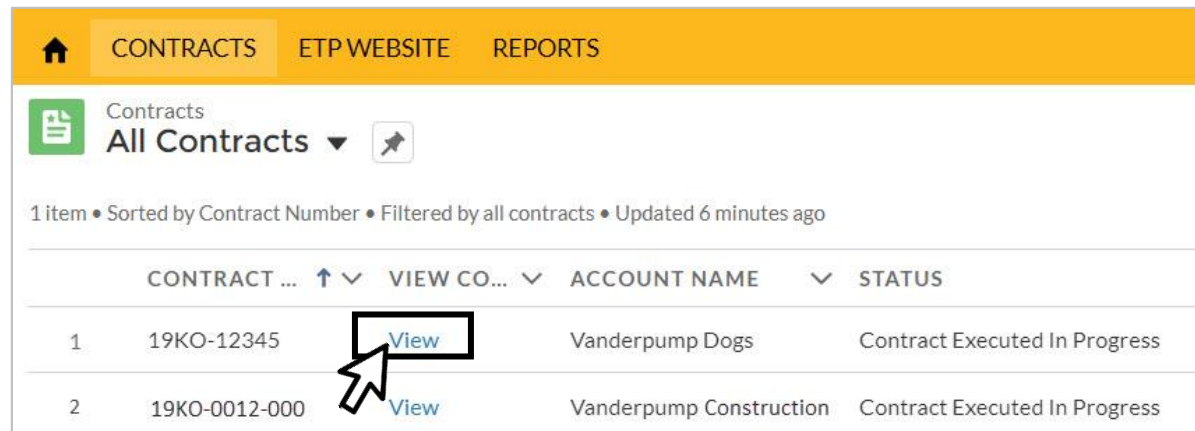


ETP CAL-E-FORCE REFERENCE GUIDE – ADD CBT CLASS

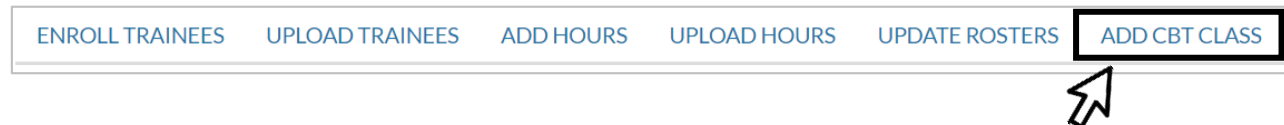
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract you would like to add a CBT class to. The system will take you to your Contract Details page.



3. Select the **Add CBT Class** button on the button bar at the top of the Contract Details page.



ETP CAL-E-FORCE REFERENCE GUIDE – ADD CBT CLASS

4. Fill out the **New CBT Class** information section with the Class Title, Training Type, and Total Standard Hours.

New CBT Class

Class Title *

Training Type *

--None-- ▼

Total Standard Hours *


Save

Cancel


5. Click the **Save** button.

Save

Cancel



6. You will be taken to a confirmation page where you will see the information you have successfully input.

 CBT Class Test CBT Class	Information
Training Type Business Skills	Class Test CBT Class
Back To Contract 19KO-12345	Total Standard Hours 40.00